

State of Maine Hiring Process

Positions for Which the Bureau of Human Resources Provides A Certificate of Eligible Candidates

- Review current job description and operational needs with hiring manager
- Create Request to Fill and get Commissioner approval in accordance with HR Memorandum 1-19
<https://www.maine.gov/bhr/sites/maine.gov/bhr/files/inline-files/hrmem1-19.pdf>
- Request classification to be opened (*if not currently opened*) through a request to BHR- BHRCerts@maine.gov -BHR will send the current job bulleting and supplemental questions for review, include PER15 (this is the request to open and for the cert)
- If classification is open, request certification and skip to provide certification to hiring authority.
- Revise/create draft of job posting, including supplemental questions and preferences, if any, for review with hiring manager
- Verify title, class code, description, stipends, requirements, minimum qualifications and salary
- Send to BHR for posting in RecruiterBox
- Positions must be posted for a minimum of 10 work days, in accordance with the Collective Bargaining Agreements
- Email job posting information using approved template to all Department and HR Staff
- BHR sends Certification (after closing and review time)
- Provide hiring authority with the cert, application materials, and the HR guidelines for recruitment and selection material, including the Armstrong memo
<https://www.maine.gov/oer/manual/49%20Selections%20for%20Position%20in%20MSEA%20Units-The%20Armstrong%20Memo%2003-02-2016.pdf>
- After interviews are complete, the hiring manager will prepare a hiring justification to support selection for HR review
- Once verbal job offer is accepted by the selected candidate, prepare offer letter including rate of pay (Range and Step, as well as any supplemental or special pays) and start date
- Send appropriate notice of non-select (standard, veteran's preference, disability and Ticket to Work) to candidates interviewed but not selected
- Complete and return the certificate of eligible candidates to BHR